Author Biography Template

Build short and extended biographies using relevant, verifiable details.

ACTION CHECKLIST

- [ ] Choose the author name that matches your book listing.
- [ ] State the writing genre or topics clearly.
- [ ] Include relevant experience without overstating credentials.
- [ ] Mention one or two published books using accurate titles.
- [ ] Add a personal detail only if you are comfortable making it public.
- [ ] Write in first or third person consistently.
- [ ] Avoid unsupported awards, bestseller claims or client relationships.
- [ ] Keep private addresses and sensitive information out.
- [ ] Check any photograph rights before using your bio in a feature.
- [ ] Save a short version for profiles and a longer version for your website.

Free educational worksheet. Adapt to your project; no sales or marketing outcomes are guaranteed.

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YOUR WORKING NOTES

Author name, genres and writing focus

Relevant experience or background you can verify

Book titles and official links

Short bio template: [Name] writes [genre/topic]. Their work explores [focus]. Find their books at [official destination].

Extended bio: add relevant experience, published work and an optional personal detail

Final checks: accuracy, privacy, spelling and current links

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